

SITING, RULES & ORDINANCE SUB-COMMITTEE MEETING
March 1, 2017
5:30 P.M.

MEMBERS PRESENT

Jerry Potts
Patty Cox
Helena Buckner
Pat Dawson
Tim Dudley
Rachel Joy (arrived @ 5:35)

COUNTY PERSONNEL PRESENT

Mike Baggett, State's Attorney's Office
Jennifer Hoffman, P&Z
Jay Dunn, County Board Chairman

MEMBERS NOT PRESENT

Matt Brown

Jeannie Durham, County Board Office

The meeting was called to order by Chair Jerry Potts at the Macon County Office Building.

MINUTES

Motion to approve the minutes of prior meeting, 2/2/17, made by Mr. Dudley, seconded by Ms. Cox and motion carried 5-0.

CITIZEN'S REMARKS - None

OLD BUSINESS—

Macon County Board Ordinance Enacting the Macon County Travel Expense Control Ordinance

Ms. Cox made a motion to take the proposed ordinance from the table, seconded by Mr. Dudley and the motion carried 6-0.

Ms. Cox made a motion to approve forwarding the proposed ordinance on to the full board with recommendation for approval, seconded by Mr. Dudley.

Mr. Baggett explained that some changes were made from what was presented at the last meeting. It is a bit longer, but more flushed out. The big issue last time was with respect to what would be the controlling authority on caps. The Governor's Travel Control Board was discussed. He explained that Chair Potts and he had met and looked into alternatives to that board. The United States General Services Administration (GSA) and their regulations were found. They are very easily found on the web and pretty easy to navigate. You tell it what date and city you are going to and it will tell you, based on the time of year, what the maximum hotel expense as well as the per diem rate would be for food and incidental expenses would be in a broken down format. This should be very easy for department heads to use. The reason there was a concern in the first place was that the GSA's rates are somewhat higher than the state's; not significantly higher, but higher than \$5 for breakfast. That was a big concern with the State's guidelines, that the meals and incidentals were simply unrealistically small. That would govern just hotel, meal, & incidental expenses.

Travel is a new section. With respect to airfare, 3 quotes would have to be sought and the lowest option used with a requirement to fly economy or coach if available.

Rental vehicles would also require 3 quotes if possible and would have to go with the lowest option after taking into consideration the nature of the trip and how many people are involved.

Mileage will be reimbursed according to the County's current reimbursement rate. This is adopted whenever the IRS makes changes.

Conference fees, supplies & books have been excepted out of the ordinance.

There is a clause included stating that the GSA's reimbursement amounts are the only amounts that are being incorporated from the Federal Government regulations. Obviously their regulations are extensive. Their formulas, "If" / "And" conditionals, etc. are not being considered. We are only adopting their cap amounts and not necessarily how they arrived at those amounts.

Approval of expenses, as requested by Chairman Potts, for first line will be the department head or their designee. That person will have the authority to approve up to 105% of the maximum allowable rate set by the ordinance. If it exceeds 105%, they will need to come to the County Board for approval for the reimbursement.

Members of the County Board requests will have to come through the County Board. That is not necessarily required by the Statute, but for transparency, you will want that. You don't want the public to think that you are allowed to do whatever you want. It is a typical provision with respect to legislative bodies.

Documentation of expenses is required by the Statute and that has been incorporated from the statutory language. The records are subject to FOIA unless explicitly exempt.

Entertainment expenses are prohibited from reimbursement by the Statute. It is in our ordinance, but is also in the state law. We cannot get around that.

The ordinance would become effective 4/1/17. If we do not have this in force by 180 days from the effective date of the Public Act, which would be June or July 1, the County will be statutorily prohibited from reimbursing anyone for any travel expenses under any circumstances.

The motion carried 6-0

NEW BUSINESS -

Macon County Board Ordinance Amending the Macon County Floodplain Ordinance

Ms. Hoffman explained that in June, 2011, FEMA updated the flood plain maps for Macon County. At that time, the County Board adopted the state model ordinance. By adopting the ordinance, we are a current participant of the National Flood Insurance program which allows us to apply for certain grants. She said they are currently applying for a mitigation grant so we need to show that we have an adopted, approved Flood Plain Ordinance. Over the last couple of years,

FEMA has redone the Flood Plain Map boundaries for Steven Creek watershed and our floodplain maps have been updated accordingly. Therefore, we need to update the current ordinance to match the state model that is produced by the Illinois Department of Natural Resources. The big change within the ordinance is that we changed the adopted dates of the new maps that are now in the office.

Ms. Hoffman explained that as she had gone through the new state model versus the current ordinance, she noticed that there were some wording changes and some sections that they had cut out. She made those changes in the proposal. By approving this ordinance, we will have the updated current state model ordinance and we will also have updated flood insurance study and flood insurance rate maps.

Mr. Dudley made a motion to forward the proposed ordinance on to the full board with recommendation for approval, seconded by Ms. Cox and the motion carried 6-0.

CLOSED SESSION

None

ADJOURNMENT

Motion to adjourn made by Ms. Cox, seconded by Ms. Dawson, motion carried 6-0 and the meeting adjourned at 5:40 p.m.

Minutes submitted by Jeannie Durham, Macon County Board Office